

Government of the People's Republic of Bangladesh  
Office of the Project Director (ACE), RHD  
Sylhet-Charkhai-Sheola Highway Improvement Project  
Foreign Aided Projects Bhaban  
Roads and Highways Department  
Road No. 27, Block-A, Banani, Dhaka-1213.  
Phone: +8802-41080504, E-mail: [pd.sship@gmail.com](mailto:pd.sship@gmail.com)

Memo No. 35.01.2607.077.07.056.24-296

Date: 27 June 2024

To

**The Manager (Advertisement)**

1. Amader Shomoy, 118-121, Tejgaon I/A, Dhaka-1208.
2. Bangladesh Post, 242, Tejgaon Link Road, Dhaka-1208.
3. Sangbad, 36, Purana Paltan, Dhaka-1000.

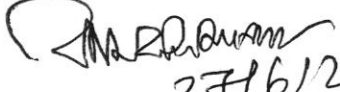
**Sub: PUBLICATION OF NOTICE**

Request for Expressions of Interest (REOI) for Individual Consultant Service as Financial Management Expert for Sylhet-Charkhai-Sheola Highway Improvement Project under Assess Program.

Please find herewith the notice regarding Expressions of Interest (REOI) for Individual Consultant Service as Financial Management Expert for immediate publication in your widely circulated daily newspaper for 1 (one) day in all copies and editions for wide circulation. The recommended advertisement column size is 4" X 10".

He is requested to send two complimentary copies of the advertisement and the bill for the publication to the Project Director (ACE, RHD), Sylhet-Charkhai-Sheola Highway Improvement Project, Foreign Aided Projects Bhaban, Roads and Highways Department, Road No. 27, Block-A, Banani, Dhaka-1213 for payment.

Encl.: Original Singed Request for Expressions of Interest (REOI)  
Notice.

  
27/6/24  
**(Khan Md Kamrul Ahsan)**  
ID No. 005081  
Project Director (ACE), RHD  
Sylhet-Charkhai-Sheola Highway Improvement Project  
Roads and Highways Department.

Copy to (with enclosure):

1. Secretary, Road Transport and Highways Division, Ministry of Road Transport and Bridges, Bangladesh Secretariat, Dhaka.
2. Chief Engineer, Roads and Highways Department, Sarak Bhaban, Tejgaon, Dhaka.
3. Director General, Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning, Block-12, Sher-e-Bangla Nagar, Dhaka. **He is requested to arrange the publication of this notice in the CPTU website.**
4. Mr. Erik Nora, Senior Transport Specialist, Task Team Leader, ACCESS Program, The World Bank.
5. Superintending Engineer, RHD, MIS & Estate Circle, Sarak Bhaban, Dhaka. **He is requested to arrange the publication of this notice in the RHD website.**
6. Additional Project Director, SE, RHD, Sylhet-Charkhai-Sheola Highway Improvement project, RHD-Foreign Aided Projects Building, Road-27, Block-A, Banani, Dhaka.
7. Deputy Project Director, EE, RHD, Sylhet-Charkhai-Sheola Highway Improvement project, RHD-Foreign Aided Projects Building, Road-27, Block-A, Banani, Dhaka
8. Senior System Analyst, ICT Unit, Road Transport and Highways Division, Ministry of Road Transport & Bridges, Bangladesh Secretariat, Dhaka-1000. **He is requested to arrange the publication of this notice in the RTHD website.**
9. General Notice Board of RHD & Project Office.
10. Office Copy.

**Government of the People's Republic of Bangladesh**

Office of the Project Director (ACE), RHD  
Sylhet-Charkhai-Sheola Highway Improvement Project  
Foreign Aided Projects Bhaban  
Roads and Highways Department  
Road No. 27, Block-A, Banani, Dhaka-1213

Memo No. 35.01.2607.077.07.056.24-295

Date: 27 June 2024

**Request for Expressions of Interest (REOI)**

**Individual Consultant Service as Financial Management Expert (National)  
for Sylhet-Charkhai-Sheola Highway Improvement Project under ACCESS PROGRAM**

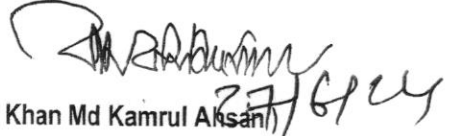
**Assignment Title:** Individual Consultant Service as Financial Management Expert (National); **Package No.:** SP-10

1. The Government of the People's Republic of Bangladesh (GoB) has received a credit from the World Bank towards the cost of the Accelerating Transport and Trade Connectivity in Eastern South Asia (ACCESS) Program – Bangladesh Phase-1. Roads and Highways Department (RHD) will be implementing the Sylhet-Charkhai-Sheola Highway Improvement component under the Project. It intends to apply a part of the proceeds of this credit for the services of an individual consultant as Financial Management Expert (National).
  2. The **broad scope of consulting services** ("the Services") include but not limited to carry out following in the Project:
    - (i) to support, implement, and advise the PD of RHD, PIU on the overall financial management aspects, including planning, budgeting, bookkeeping, accounting, reporting, ensuring proper internal control and supporting internal/external activities;
    - (ii) check all associated reports, data, and procedures as instructed by PIU;
    - (iii) ensure that financial management activities are conducted in accordance with GOB and WB Policies, while at the same time aiding in the timely implementation of the Project.
  3. The expected date for the commencement of the services is **September 2024**, and the tentative duration of the entire assignment is about **40 (Forty) Man-Months**. Detailed Terms of Reference (TOR) and other information will be available upon request from the address provided below, either through email or in person. The TOR can also be found at the RHD website ([www.rhd.gov.bd](http://www.rhd.gov.bd)).
  4. The Roads and Highways Department (RHD) under Road Transport and Highways Division, Ministry of Road Transport and Bridges, Government of Bangladesh now invites eligible individuals to indicate their interest in providing the services. Interested individuals should provide information demonstrating that they have the required qualifications and relevant experience to perform the services, which will also be the selection criteria:
    - *Academic:* S/he should have at least M.Com / MBA in Accounting / Finance or related subjects;
    - *Professional:* An associate or member of a Professional Accountancy Organization (PAO) recognized by the International Federation of Accountants (IFAC1) will be preferred.
    - *Work Experience:* At least 10 years of experience in the fields of financing systems and accounting/auditing. At least 3 years of experience working directly with infrastructure implementation projects in the field of financing systems and accounting/auditing, and at least 5 years of experience working with WB or other development partners in the field of financing systems and accounting/auditing. Fully conversant with and have had hands on experience in application software and also in Computerized Accounting System with ability to assist in implementation; Experience in working with iBAS++ system, working experience with other financial management software will be preferred.
- all claimed qualifications (academic & professional) shall be substantiated with documentary evidence.
5. A consultant will be selected following the Selection of Individual Consultants method set out in *the World Bank Procurement Regulations for IPF Borrowers, July 2016, and updated in September 2023*.

<sup>1</sup> <https://www.ifac.org/about-ifac/membership>

6. The attention of interested Applicants is drawn to Section III, Para 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers, July 2016 and updated in September 2023", setting forth the World Bank's policy on Conflict of Interest.
7. Further information can be obtained at the address below during office hours (09:00 AM to 05:00 PM Bangladesh Standard Time).

Expression of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) by **1:00 PM (Bangladesh Standard Time), July 30, 2024.**



(Khan Md Kamrul Akbar)

ID No. 005081

Project Director (ACE), RHD

Sylhet-Charkhai-Sheola Highway Improvement Project

Phone: +8802-41080504

E-mail: pd.sship@gmail.com



**Government of the People's Republic of Bangladesh**  
**Ministry of Road Transport and Bridges**  
**Road Transport and Highways Division**  
**Roads and Highways Department**

## **TERMS OF REFERENCE**

**FOR**

**Individual Consultant Service as Financial Management Expert**

**for**

**Sylhet - Charkhai - Sheola Highway Improvement Project**

**(Package No.: SP-10)**

**June 2024**

## 1. Introduction

The Sylhet-Charkhai-Sheola Highway Road segment is an important part of Bangladesh-China, India and Myanmar (BCIM) corridor and South Asia Sub Regional Economic Corridor (SASEC) 5. The BCIM corridor will cover encompassing an estimated 440 million people in China's Yunnan province, Bangladesh, Myanmar, and Seven Sisters in North-Eastern India through the combination of road, rail, water and air linkages in the region. The BCIM envisages greater market access for goods, services and energy, elimination of non-tariff barriers, better trade facilitation, investment in infrastructure development, and joint exploration and development of mineral, water, and other natural resources. The upgradation of Sylhet-Charkhai-Sheola Highway Road, one of the subprojects under Component 4: Regional Connectivity Infrastructure of BBIN (Bangladesh-Bhutan-India-Nepal) cargo route. These international economic corridors provide international traffic to several land ports and seaports. Also, through these corridors, there will be cross border movement of goods and passengers. Development of this road will enhance facilitation of faster and safer movements of passenger and cargo. On June 28, 2022 Sylhet-Charkhai-Sheola Highway Improvement Project was approved by the World Bank's (WB) Board of Executive Directors. Also, an aid-memoire has been signed between Economic Relation Division (ERD) and WB on October 18, 2022. The Roads and Highways Department (RHD) under the Ministry of Road Transport and Bridges (MoRTB) will be the implementing agency for this Investment Project.

The scope of civil works under the Investment Project includes the Improvement of the existing 2-Lane Road over the length of approximately 42.985 km into a 4-Lane divided carriageway with 5.5 m width Service Lanes on both sides. As a part of regional connectivity Sylhet-Charkhai-Shoela Highway (42.985 km) will be developed with 1 Flyover, 03 Bridges, 31 Culverts, 06 Overpasses, 02 Pedestrian Underpasses, 04 Pedestrian Foot Over Bridges, 07 Pedestrian crossings, 10 Bus Bay (Both sides), Crossings, 1 no. Toll Plaza and the like.

The project will be managed by a Project Implementation Unit (PIU) comprised of 14 nos. officials mentioned in Table 1. The Project Director (PD) will lead the PIU and also act as a client for all procurement. Moreover, the Chief Engineer of RHD will act as Head of Procuring Entity (HOPE).

**Table 1: Organogram of PIU**

| Name of the Post                      | Number | Comments   |
|---------------------------------------|--------|------------|
| Project Director (ACE, RHD)           | 1      | Deputation |
| Additional Project Director (SE, RHD) | 1      | Do         |
| Deputy Project Director (EE, RHD)     | 1      | Do         |
| Project Manager (EE, RHD)             | 2      | Do         |
| Deputy Project Manager (SDE, RHD)     | 3      | Do         |
| Assistant Engineer (AE, RHD)          | 2      | Do         |



| Name of the Post       | Number    | Comments                         |
|------------------------|-----------|----------------------------------|
| Accounts Officer       | 1         | Deputation/<br>Additional Charge |
| Sub Assistant Engineer | 2         | Deputation                       |
| Divisional Accountant  | 1         | Deputation/<br>Additional Charge |
| <b>Total</b>           | <b>14</b> |                                  |

## 2. Objective

The main objective of this Consultancy service is to support, implement and advice the PIU for implementation of the Sylhet-Charkhai-Sheola Highway Improvement Project. The consulting services shall be provided by an experienced Individual Consultant in the area of financial management. The specific objectives include but not necessarily be limited to the following:

- (i) to support, implement, and advise the PD of RHD, PIU on the overall financial management aspects, including planning, budgeting, bookkeeping, accounting, reporting, ensuring proper internal control and supporting internal/external activities;
- (ii) check all associated reports, data, and procedures as instructed by PIU;
- (iii) ensure that financial management activities are conducted in accordance with GOB and WB Policies, while at the same time aiding in the timely implementation of the Project.

## 3. Scope of Work

The specific scope of Work of individual financial Consultant will include:

- a) Maintain the accounting system for the project, utilizing standard accounting procedures, which will ensure full documentation and recording of sources and uses of funds;
- b) Prepare quaterly financial reports [expenditure and revenue] for the GOB and quaterly interim Unaudited Financial Reports for World Bank;
- c) Oversee the preparation of withdrawl applications to draw down World Bank funds for all activities and categories of Financing Agreement;
- d) Review and verify accuracy of information on payment vouchers for signing of checks;
- e) Verify and ensure the availability of funds before checks are written;
- f) Manage project expenditures, ensuring full compliance with project IDA Guidelines and GOB rules and procedures;
- g) Assist in the Preparation of Annual Budget estimates/allocation of funds for project activities;
- h) Prepare quaterly/annual financial reports as needed including the World Bank's Interim Unaudited Financial Reports;
- i) Review, verify and certify monthly, quaterly, annual and special financial statements and reports, including expenditure reports and bank reconciliation statements;

- j) If required, the current reporting formats may be up-dated in consultation with the Directorate of Accounts of RHD including the preparation Project Operational Manual/Financial Management Manual if needed;
- k) Ensure timely settlement of payables to the Project's suppliers and contractors;
- l) Monitor closely the work of the Procurement and Finance unit involved in the maintainance of all the required registers including the Cashbook;
- m) Build financial management capacities of Procurement and Finance unit by providing hands-on-training on Financial Management;
- n) Develop chart of accounts to capture all financial data appropriately;
- o) Ensure that internal controls are placed and suggest adopting best practices to improve internal governance and to reduce opportunities for corruption;
- p) Ensure that computerized asset records are maintained in the PIU identifying location and user of each asset and arrange for the annual and periodical inventory of the assets and updating of the records;
- q) Attend entry and exit meetings with FAPAD auditors, facilitate timely completion of audits by arranging timely submission of annual financial statement in appropriate format, supply of information and documents responding to queries, initiate actions for holding tripartite meetings coordinating with various units of PIU in meeting audit objections;
- r) Prepare Action Plan based on the recommendations of Internal Audit and follow up implementation of the actions;
- s) Assist PD for finalization of internal audit TOR in consultation with IDA for RHD's internal audit team to carry out the internal audits & Assist in smooth functioning of Project Audit Committee (PAC);
- t) Assist PD in preparing the responses of the external and internal audits;
- u) Participate in Project Procurement/Tender Committee meetings as and when requested by PIU;
- v) Maintain and inform all concerned in complying with the latest income Tax and VAT deduction rules and tax certification;
- w) Provide guidance to Accounts officer(s) and other accounting staff of the project and provide hands on training to the accounting staff on various aspects of financial management tasks under a structured training plan;
- x) Work closely in coordination with Road Transport and Highways Division (RTHD) and office of the Chief Engineer, RHD in all financial management issues;
- y) Any other relevant services requested by PIU.

#### **4. Reporting Requirement**

Apart from the field visit, monitor financial related activities, submit the following reports at a minimum. The PIU may require other relevant reports in addition to the following:

- a) Monthly Report
- b) Quarterly Summarized Report



- c) Final Report
- d) Any other relevant Report, Information or Dataset

## **5. Duration**

The duration of the assignment will be period of approximately 40 (Forty) Man-Months, depending on the need of the Client and satisfactory performance of the Consultant.

At least Twenty-two (22) business days of service will be considered a month and Eight (8) working hours a day. The Contract period may be extended on mutually agreed terms if required as per rules and regulation of WB and GOB.

## **6. Duty Station**

The duty station of the individual consultant will be assigned by the PD.

## **7. Institutional Arrangement**

The financial management Consultant will work under direct supervision of the PD, RHD. S/he will report directly to the PD or a senior official designated by the PD and will work with close collaboration with other officials/ subject matter specialists deployed at the Project Implementation Unit (PIU).

## **8. Remuneration**

The Consultant will be paid a negotiated consolidated remuneration inclusive of all applicable Taxes and VAT as per the law of Bangladesh. Payment shall be made on monthly basis upon satisfactory activities certified by the PD. For payment purpose, minimum 22 business days of service will be considered a month and eight working hours a day.

## **9. Educational Qualification**

- *Academic:* Minimum M. Com/ MBA in Accounting/ Finance and related subjects.
- *Professional:* An associate or member of a Professional Accountancy Organization (PAO) recognized by the International Federation of Accountants (IFAC<sup>1</sup>) will be preferred.

## **10. Work Experience**

At least 10 years of experience in the fields of financing systems and accounting/auditing. At least 3 years of experience working directly with infrastructure implementation projects in the field of financing systems and accounting/auditing, and at least 5 years of experience working with WB or other development partners in the field of financing systems and accounting/auditing. Fully conversant with and have had hands on experience in application software and also in Computerized Accounting System with ability to assist in implementation;

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<sup>1</sup> <https://www.ifac.org/about-ifac/membership>



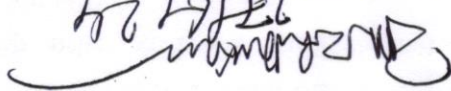
Selection of consultant will follow the procedures for selecting individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016, and updated in September 2023.

### 12. Selection Procedures

The Consultant will be required to have Bangla and English Language proficiency (speaking, reading, and writing).

### 11. Language Proficiency

Experience in working with iBAS++ system, working experience with other financial management software will be preferred.

  
 (Khan Md. Kamrul Kabir)  
 ID No. 005081  
 Project Director (ACE)  
 Smit-Chattaraj Sheela Highway Improvement Project  
 Roads and Highways Department, Dhaka.